

Minor Use Permit: Standard Application			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$2,245
ENVIRONMENTAL			\$3,610
PDS REVIEW TEAMS			\$1,425
STORMWATER			\$2,255
DEH	SEPTIC/WELL		\$1,078
	SEWER		\$1,078
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$1000	
INITIAL DEPOSIT & FEE TOTAL			
\$10,613			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits \(see Note #1\)](#)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [346S Supplemental Application](#)
- [367 \(AEIS\) Application for an Environmental Initial Study](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [581 Plan Check Pre-Application Notice](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Eight (8) hard copies (see Note #2).**
 - If in Alpine CPG area: **Eight (8) hard copies.**
 - If in the (USDRIIP) River Way Specific Plan area: **Eleven (11) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [346S Supplemental Application](#): **One (1) hard copy.**

[524 Vicinity Map/ Project Summary: One \(1\) hard copy.](#)
[LUEG-SW Stormwater Intake Form for Development Projects: Two \(2\) hard copies.](#)

PART C:

All items below are informational only and not to be submitted.

[090 Typical Plot Plan](#)
[209 Defense and Indemnification Agreement FAQs](#)
[247 Fish and Wildlife Fees](#)
[298 Supplemental Public Notice Procedure](#)
[515 Public Notice Procedure](#)
[516 Public Notice Applicant's Guide](#)
[565 Minor Use Permit Applicant's Guide](#)
[906 Signature Requirements](#)
[Policy FP-2: Fire Code Compliance for Cellular Facilities](#)
[Policy G-3: Determination of Legal Parcel](#)
[Policy I-49: Distribution of Notification of Land Use Hearing](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Assume that CEQA review is needed for intake purposes, collect environmental deposit and AEIS.
6. Second Dwelling Units – Collect PDS Review Teams fee (unless PDS Review Team waives).
7. Give applicant PDS-319 (Notice of Application).
8. Give applicant PDS-382 (Flagging Procedure for Projects).
9. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.